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DCI/IC 74-0143

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15 March 1974

MEMORANDUM FOR: Director, Management, Planning and
Resource Review Group

SUBJECT : Letter of Instruction

1. During the next twelve months, I expect you to work within the Intelligence Community Staff to accomplish the following in support of my responsibilities to the DCI:

-- create and maintain a staff capable of supporting a community resource review process including related program evaluation, research and analysis;

-- establish, and improve through use, a system of relating community resource expenditures to key intelligence questions, perform quantitative analysis in support of the evaluation process, and integrate an initial overall assessment to be submitted to the DCI at the end of each performance period;

-- participate in the improvement of mechanisms for coordinating and leading intelligence community resource management;

-- support the effective operation of IRAC and the IRAC Working Group;

-- prepare the NFIBR in December 1974, as a document presenting the DCI's recommendations with respect to (a) resources required for the tasks facing intelligence, (b) evaluation of Community output against these resources; (c) community management; and (d) identify issues meriting Presidential attention;

-- provide support to the Coordination Staff, and perform appropriate analysis and presentations with respect to the visibility of tactical intelligence resources and the national/tactical interface;

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 -- participate in the IC objectives of improving analytic methods;

-- participate with DOD, and as appropriate, CIA, State, and OMB in the preparation of planning and fiscal guidance for intelligence programs;

-- perform analyses of community performance and the use of resources to support resource allocation recommendations;

-- initiate papers which will assist in assessing resource requirements in the outyears, and identify issues likely to arise in the two-to-five-year future;

-- identify major resource issues needing address in current and budget year planning, study actions, and participate in such studies as appropriate;

-- support EXCOM consideration of resource-related matters;

-- maintain liaison with appropriate committees of USIB to improve and maintain coordinating mechanisms to assure appropriate consideration of resource utilization;

-- develop and improve the content and format of the data base available to support resource considerations and performance evaluations;

-- participate in the review of community data and information handling systems;

-- issue the CIRIS-74 data call, including as a new requirement a request for Program year information, and insure that appropriate data are available in time to support program reviews;

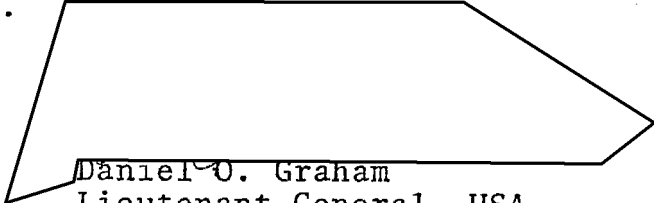
-- with respect to the implications of major new technology about to impact on the intelligence community, participate in the analysis and review of program proposals to insure that the necessary cross-program inter-relationships are considered.

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2. I expect these objectives to be accomplished within your approved staff resources and in close coordination with other related elements of the DCI/IC and the Intelligence Community.

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Daniel O. Graham
Lieutenant General, USA
D/DCI/IC